

Current Noticing Practices for City Council Meetings and Board and Commission Meetings
City of Sunnyvale

	Definition and/or Example	Legal Notice Requirements	Current Noticing Practices for City Council Meetings and Board and Commission Meetings
City Council Meetings	<ul style="list-style-type: none"> Regular City Council meetings are held most Tuesday evenings at 7:30 p.m. in Council Chambers. Special Council meetings are held on an as needed basis for a specific issue. 	<ul style="list-style-type: none"> Agendas for regular City Council meetings must be posted at City Hall within 72 hours of the meeting (per the Brown Act). Agendas for Special Council meetings must be posted at City Hall within 24 hours of the meeting (per the Brown Act). Notice of Special Council meetings must be delivered to each Councilmember and provided to local newspaper/TV/radio upon request. The public hearing portion of the agenda must be published in the local newspaper. 	<ul style="list-style-type: none"> Regular City Council meeting agendas are posted on the City's external website on Fridays at 5:00 p.m. before the Council meeting, and at the City Hall kiosk, the bulletin board outside Council Chambers' lobby, Library, Public Safety Bulletin Board, and at the City Clerk's office. Regular City Council meeting agendas are posted on Channel 18 KSUN on Fridays before the Council meeting. Special Council meeting agendas are posted on the City's external website within 24 hours of the meeting, and at the City Hall kiosk, the bulletin board outside Council Chambers' lobby, Library, Public Safety bulletin board, and at the City Clerk's office. Special Council meeting agendas are delivered by email to City Councilmembers and made available to newspaper/TV/radio upon request (very rarely requested). All City Council meetings are posted on the City's online Council Meeting Calendar and on the online Community Calendar. The City Clerk's office publishes the public hearing portion of the agenda in the SJ Mercury News on Mondays before the Council meeting.

For further information about City Council meetings, see Administrative Policy Chapter II, Article I, Council Agendas.

10/16/03

Compiled by Peter Bassett (OCM) and Susan Kitchens (City Clerk)

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Board and Commission Meetings	<p>Boards and Commissions are composed of community members who provide input to City Council on issues that are relevant to their boards. Boards and Commissions meet monthly, bi-monthly, or quarterly. Boards and Commissions include:</p> <ul style="list-style-type: none"> • Advisory Council to the Council on Aging • Arts Commission • Bicycle and Pedestrian Advisory Committee • Board of Building Code Appeals • Board of Library Trustees • Child Care Advisory Board • Heritage Preservation Commission • Housing and Human Services Commission • Parks and Recreation Commission • Personnel Board • Planning Commission 	<ul style="list-style-type: none"> • Agendas for Board and Commission meetings must be posted within 72 hours of the meeting (per the Brown Act). 	<ul style="list-style-type: none"> • Board and Commission meeting agendas are posted on the City's external website and at the bulletin board outside Council Chambers' lobby. • All Board and Commission meetings are posted on the City's online Community Calendar.

For further information about City Council meetings, see Administrative Policy Chapter II, Article I, Council Agendas.

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